

NEW JERSEY HISTORICAL COMMISSION
P.O. BOX 305 TRENTON, NJ 08625
NOTICE OF JOB VACANCY

ISSUE DATE: April 11, 2022

CLOSING DATE: April 29, 2022

DIVISION: New Jersey Historical Commission

SALARY: \$30/hour

TITLE: Educational Program Specialist

DEFINITION: The New Jersey Historical Commission (NJHC), a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history, seeks a part-time Education Program Specialist to help develop and coordinate initiatives related to history education for K-12 and college classrooms. These programs will be a critical part of the commemoration of the 250th anniversary of the founding of the United States in 2026. In support of NJHC staff and reporting to the Executive Director, the Educational Program Specialist will undertake the following:

- Support the work of committees engaged in preparing programming for the anniversary.
- Coordinate educational program development with partner organizations and colleagues at the Department of Education.
- Develop professional development opportunities for educators, public historians, and other interested parties.
- Collaborate with NJHC staff members and other partners in the creation and promotion of programs related to the anniversary.
- Other educational program development duties as assigned.

This is a part-time, termed position to commence in late spring 2022 and continue through June 30, 2023. The position will require 20 hours per week (schedule flexible within certain parameters).

REQUIREMENTS: The Educational Program Specialist must:

- Possess excellent written and verbal communication skills
- Have experience with educational program development and delivery for K-12 students
- Have experience with project management
- Exhibit professionalism, the ability to take initiative, and a collaborative work style
- Show strong organizational skills and attention to detail (strategic thinking and project management skills a plus)
- Possess competency with Microsoft Office Suite, social media, and other web-based platforms
- Be able to work remotely, travel to the NJHC offices in Trenton or other meeting locations when necessary
- Attend weekly staff meetings to facilitate communication and smooth project development

EDUCATION: The Educational Program Specialist must have an undergraduate degree in education, museum education, history, public history, library sciences, museum studies, or a related field. A graduate level degree in one of these fields is preferred.

EXPERIENCE: The Educational Program Specialist must have 2-3 years of teaching experience either in the classroom or in historic sites, museums, or other informal learning environments.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Anyone who meets the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter and resume by the closing date with the subject line "Educational Program Specialist Applicant – First Name Last Name" to NJHC.programs@sos.nj.gov.

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Historical Commission is an Equal Opportunity Employer